

WELLS COUNTY PUBLIC LIBRARY

DISASTER RECOVERY PLAN
FOR FUND ACCOUNTING

(As of 09/11/2018)

DISASTER CONTACTS

SARAH MACNEILL – Director

326 Oak Forest Dr.
Bluffton, IN 46714
260-273-1844 (Cell)

ROBIN MINNIEAR – Treasurer

2521 W. 300 S.
Liberty Center, IN 46766
260-228-0883 (Cell)

DANIELLE ARCHBOLD – Accountant & HR

1607 East 350 North
Bluffton, IN 46714
260-273-0607 (Cell)

KEYSTONE SOFTWARE

(Fund Accounting, Payroll & Asset Software)

9401 Innovation Dr., Suite 400
Daleville, IN 47334-0669
1-800-875-1553
1-317-664-7400
1-317-664-7402 (fax)

BOYCE FORMS & SYSTEMS CORP.

(Systems Forms)
9401 Innovation Dr., Suite #400
PO Box 669
Daleville, IN 47334-0669
1-800-382-8702

BANK INFORMATION AND CONTACTS

OSSIAN STATE BANK

102 North Jefferson Street
Ossian, IN 46714
260-622-4141 (888-622-4141)
David Morrison (President)
Jody Brodie (Asst to President)
Nichole Gahman (Administrative)
(Contact: Martha Smuts)

Regular Checking (Acct #116378)
B& I Savings (Acct #116386)

PNC BANK

304 West Market Street
Bluffton, IN 46714
260-824-2510
Phil Swain (VP Branch Manager)
(Contact: Addie Heiser)

Money Market (Acct# 4633589167)
Lockbox (#539-11214-4)

RECOVERY OUTLINE

1. All current/critical library reports and forms on the library premises are stored in a fireproof file cabinet in the locked accountant's room and record room.
2. A backup of fund accounting, payroll and assets software are being done daily by the accountant. Each day will be backed up on a flash drive as well as offsite through Keystone.
3. Blank checks #03951-#04000 are stored in the PNC Bank lockbox for emergency use.
4. Per Boyce Forms and Systems (system forms provider), new vendor checks can be supplied in 2 –3 working days.
5. System reinstallation can be provided by Keystone using the backup drives. Reports and checks can be processed on their equipment until new equipment is installed. If the disaster is limited to the building in Bluffton, the Ossian Branch Library meeting room can be used as a temporary office. If the disaster affects both buildings, Keystone can provide both the space and service to resume accounting operations.
6. A copy of the plan and disaster contacts will be kept off library premises with the director, board treasurer, and accountant.

WE HAVE HEREBY EXAMINED AND APPROVED THE ABOVE
FUND ACCOUNTING DISASTER RECOVERY PLAN FOR THE
WELLS COUNTY PUBLIC LIBRARY THIS 11th DAY OF
SEPTEMBER , 2018.
